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The Academy
Board of Directors

Work Session
Monday, November 17, 2025
5:00 – 5:55pm

Agenda

Monthly Board Communications Review *10 Minutes*

Expectation: Each month, Board members will acknowledge and discuss any community feedback or complaints that have been received since the last meeting.

Ongoing Policy Review *20 Minutes*

Expectation: The Board will review one policy each month and update as needed for compliance and alignment with the school mission and vision. This month we will review the Attendance Policy.

Board Self-Evaluation Check-in *15 Minutes*

Expectation: Board members will review their 2025-26 self-evaluation to check in on progress to-date and coming action steps.

Executive Director Evaluation Check-In *10 Minutes*

Expectation: The Board will set plans for completing the Executive Director with a focus on finalizing 360 interviews with direct reports as well as the structure for the ED's self-evaluation.

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The Academy
Board of Directors

Board Meeting
Monday, November 17, 2025
6:00pm

Agenda

I. Open Meeting
The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion. With this in mind, the Board of Directors welcomes all members of our community to this meeting and invites each person to begin our time together in whatever way will help ground you for thoughtful and productive discussion - a few deep breaths, a prayer, a moment to organize your thoughts, or whatever meets your needs.

II. Consent Agenda
a. Approve Agenda
b. Approval of October 27, 2025 minutes.

III. Public Comment
The chairperson will recognize anyone who signs the request form before the meeting time. Public comment and input shall be limited to fifteen minutes total, ten minutes per topic, and 2 minutes per speaker. Neither Board members nor Academy staff is obligated to respond to comments or input. The Board will provide written responses as deemed appropriate.

IV. Presentation and Discussion
a. Annual Financial Audit – *Expectation: The Board will hear an overview of the financial audit completed earlier this fall.*
b. Athletics Facilities Upgrade Spending - *Expectation: The Executive Director and Athletic Director will share the Finance Committee's recommendation along with updates on project design and timeline.*
c. Cell Phone & Personal Electronic Devices Policy and Communication – *Expectation: Board members will complete a first read of the proposed new policy on student use of cell phones and other personal electronic devices.*

d. Executive Session C.R.S. §24-6-402(4) – *Expectation: As needed, the Board may call an executive session for one of the specific topics identified below via a 2/3 majority.*
    i. Discussions regarding buying or selling property;
    ii. Conferences with an attorney to receive legal advice;
    iii. Matters required to be kept confidential by state or federal law (e.g., student academic records);
    iv. Security arrangements or investigations;
    v. Determining contract negotiation strategies;
    vi. Personnel matters;
    vii. Consideration of documents protected from disclosure under the Open Records Act; or
    viii. Discussion of individual students where public discussion would adversely affect the student involved.
e. Work Session Summary – *Expectation: The Board Chair will summarize the topics discussed during the work session prior to this formal meeting.*

V. Reports from Directors, Principals, and Committees
a. Executive Director Report – *Expectation: The ED will update the Board on progress toward financial and operational strategic priorities.*
b. Chief Academic Officer Report - *Expectation: The CAO will update the Board on progress toward instructional and cultural strategic priorities.*
c. Committee Reports – *Expectation: Committee Chairs will update the Board on progress with each committee.*
    i. Finance – See meeting minutes.
    ii. SACademic – No meeting this month.
    iii. PTO – See meeting minutes.

VI. Executive Summary
a. N/A - There are no items up for a Board vote in this meeting.

VIII. Adjourn Meeting

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Board of Directors
Board Meeting Minutes
Monday, October 27, 2025

Board Members Present:		Also Present:	
Sarah Drewlow	Chairperson	Brent Reckman	Executive Director
Kevin Sanchez	Vice Chairperson	Sarah Gramarossa	Chief Academic Officer
Dan Klenjoski	Treasurer	Stacy McCleskey	Exec. Admin. Manager
Kristen Cofrades	Secretary	Stephanie Mann	High School Principal
Autumn Coffee	Board Member	Roxanne Ellsworth	Middle School Principal
Larissa Fransua	Board Member	Katy Stillman	Elem 3-5 Principal
Jen Halford	Board Member	Suzie Galbraith	Elem K-2 Principal

Minutes of the regular board meeting of The Academy held at 11800 Lowell Blvd, Westminster, CO 80031 in Adams County on, October 27, 2025.

I. Open Meeting
A quorum being present, Sarah Drewlow called the meeting to order at 5:01 pm.

II. Consent Agenda
   a. Kevin Sanchez moved to approve the September 29, 2025, minutes. Seconded by Larissa Fransua

Discussion:	None
Ayes:	Sarah Drewlow, Dan Klenjoski, Kristen Cofrades, Autumn Coffee , Jen Halford
Nays:	None

III. Public Comment
There was no public comment this month.

IV. Presentation of Discussion
   a. Principal Reports - Each level principal presented their first quarter updates on progress with their Annual Work Plans.
   b. Executive Director Evaluation
      i. Principals like the evaluation process.

ii. Evaluation questions will be sent to principals in November.

V. Reports from Directors, Principals, and Committees
   a. Executive Director Report
      i. Operations – Construction is going smoothly and no money has been taken from contingency.
      ii. Enrollment – We are still consistent in student enrollment, but we are starting to experience some of the enrollment decline that the rest of Adams 12 has experienced.
   b. Chief Academic Officer Report
      i. Graduation Trajectory
         1. There are 137 students in the 2026 class and 99% are on track to graduate.
         2. There are nine students who have been put on a watch list and will be given a teacher mentor that will check in with them on a weekly basis.
         3. There are seven students on an extended graduation plan.
         4. There are data differences in our 4-year graduation rate and that of CDE. We will continue to look at our cohort of 137 students in order to support them in the best way possible.
      ii. Attendance
         1. The team is familiarizing themselves with the new attendance program and examining the chronic absenteeism rate which is at 10%.
         2. Work is being done to clarify the definition of tardy and partial absence.
         3. The team reviewed the attendance policy and discussed ways to support families and students.
   c. Committee Reports
      i. Finance
         1. The audit will be discussed in detail at the November meeting.
         2. The athletics project and financing were discussed.
      ii. SACademic
         1. There were two new high school courses that were proposed and both were unanimously recommended.
         2. There were large number of volunteers in September and October. The team is discussing how we can capture families that can't participate with time but with finances.
      iii. PTO
         1. Committee discussed upcoming events.

VI. Special Session Planning – An online special meeting will be scheduled for November 14, 2025 from 2-6 or 12-4. Sarah Drewlow will confirm time and inform Board members.

VII. Executive Summary
   a. There are no items up for a Board vote in this meeting.

VIII. Adjourn Meeting – Sarah Drewlow adjourned the meeting at 6:54 pm.

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THE ACADEMY OF CHARTER SCHOOLS

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Cell Phones and Other Personal Electronic Devices

PURPOSE

To establish clear, developmentally appropriate guidelines for student use of cell phones and other personal electronic devices during school hours and school-sponsored activities, in compliance with C.R.S. 22-1-149. This policy balances student safety, access to learning technologies, and responsible device use while maintaining a focus on academic engagement and school culture.

Student use of personal electronic devices will be limited at school. The school will limit student use of such devices during the school day within differentiated and defined parameters that support student learning, student well-being, and safety at each developmental level.

DEFINITIONS

- **Personal Electronic Device:** Includes, but is not limited to, cell phones, tablets, smartwatches, headphones, and portable gaming devices.
- **Instructional Time:** The period during which classroom instruction is taking place, as defined by the school schedule.
- **Academic Setting:** Any environment or location where learning and instruction take place, encompassing physical spaces including but not limited to classrooms, the school building, or broader contexts such as field trips.

EXPECTATIONS BY DEVELOPMENTAL LEVEL

Elementary (Grades K-5)- For students in grades K-5, personal electronic devices must be in the "off" or "silent" position and stored out of sight at all times during the school day and when students are under the supervision of school personnel.

Middle School (Grades 6-8)- For students in grades 6-8, personal electronic devices are prohibited in academic settings. During instructional time, personal electronic devices must be stored out of sight and in the "off" or "silent" position.

Secondary (Grades 9-12)- For students in grades 9-12, personal electronic devices are prohibited in academic settings. During instructional time, personal electronic devices must be stored in the "off" or "silent" position in location as directed by school staff.

GENERAL PROVISIONS

1. **Allowable Use**
    - During instructional time only with explicit permission from the classroom teacher or as required by an Individualized Education Program (IEP), 504 Plan, or other documented accommodation.
    - In certain non-academic settings as determined by the school and family handbook at that grade level.
2. **Restricted Use**
    - To engage in academic dishonesty, bullying, harassment, or other misconduct.
    - To record, photograph, or livestream without permission from staff and all individuals being recorded.
    - In areas where privacy is expected (e.g., restrooms, locker rooms).
3. **Staff Discretion**
   Teachers and staff in collaboration with administration may set additional expectations for their classrooms/academic settings, provided they are:
    - Clearly communicated to students and families
    - Developmentally appropriate
    - Not in conflict with this policy or student rights under C.R.S. 22-1-149
4. **Equity Considerations**
   The school will not discipline or penalize students for lack of access to personal electronic devices. No instructional activity will require students to use a personal device unless school-provided alternatives are made available.
5. **Emergency Use**
   In an emergency, students may use personal electronic devices to contact parents or guardians if it is safe and appropriate to do so. School personnel may also direct students to use devices for communication.
6. Policy Violations
   Inappropriate use of personal electronic devices may result in:
    - Verbal warnings
    - Confiscation of the device for the remainder of the day
    - Parent notification or conference
    - Repeated violations may result in temporary or progressive restrictions and consequences

Adopted: XXX, 20XX

LEGAL REFS.:

C.R.S. § 22-1-149 (Electronic devices in school settings – policy required)

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Dear Wildcat Families and Community,

We are writing to you today to share our school's newly adopted Cellphone and Personal Electronic Device Policy. The Academy has long maintained expectations and protocols regarding student use of cell phones and personal electronic devices in our Student & Family Handbook, but a new Colorado law now requires all public schools to adopt a board-approved policy by July 1, 2026. The Academy's leadership team took the opportunity to examine our current practices and expectations along with careful consideration of current research and trends across both the state and the nation as we developed this policy. Because our Admin Teams at each level have put significant work into the handbook details over the past few years, this new policy version did not end up changing much from our current practices. Nevertheless, the process helped us get a step sharper, and we believe the details included will significantly benefit our students' learning environment, mental health, and social development. This new policy will go into effect for the 26-27 school year.

The policy balances student safety, access to learning technologies, and responsible device use while maintaining a focus on academic engagement and school culture. Student use of personal electronic devices will be limited at school with differentiated and defined parameters that support student learning, student well-being, and safety at each developmental level.

Expectations By Developmental Level

Elementary (Grades K-5)- For students in grades K-5, personal electronic devices must be in the "off" or "silent" position and stored out of sight at all times during the school day and when students are under the supervision of school personnel.

Middle School (Grades 6-8)- For students in grades 6-8, personal electronic devices are prohibited in academic settings. During instructional time, personal electronic devices must be stored out of sight and in the "off" or "silent" position.

Secondary (Grades 9-12)- For students in grades 9-12, personal electronic devices are prohibited in academic settings. During instructional time, personal electronic devices must be stored in the "off" or "silent" position in a location directed by school staff.

School Values

The Academy's decision to prohibit cell phone or personal electronic device use in academic settings and instructional time is rooted in a growing body of research on the impact of constant cellphone and social media use on young people.

Our primary goal is to create a more focused and engaging learning environment. Frequent access to cellphones and other devices can distract students from lessons and limit their full participation in classroom learning. By removing this distraction, we aim to help students dedicate their full attention to their academic growth and success.

Furthermore, we are deeply committed to supporting the mental health and social skills of students. By implementing this policy, we hope to reduce the pressure and social comparisons that can arise from constant access to social media and digital platforms. This policy is also designed to foster stronger in-person social interactions. The K-12 years are a critical time for developing social skills, learning to navigate friendships, and building meaningful relationships. We believe this limited access to cellphones and devices will lead to a more connected and positive school community.

We understand that you may have concerns about being able to communicate with your child during the school day, particularly for safety reasons or to coordinate daily logistics. Please be assured that your child's safety and your ability to connect with them are of the utmost importance to us. If you need to reach your child for any reason, whether it is an emergency or a message about an after-school pickup, we ask that you contact the front office directly. Our staff will ensure that the message is delivered to your child promptly and securely. In the event of an emergency at school, we will follow our established communication protocols to keep you informed.

We are confident that this policy will have a positive impact on our students, and we thank you for your support as we implement the policy across the levels. As stated above, the policy is in line with our current expectations and practices, however, there will be some small changes and updates at the secondary level in order to align our practices to the policy. Any updates or changes will be communicated at the start of the 26-27 school year and will be available in the Student & Family Handbook for each level.

Below are links to some resources that we have found helpful in guiding our discussions and decisions. We believe families will find them informative as well.

If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,
The Academy Senior Administration

- https://screensanity.org/topics/ (Resources and Articles for Families and Schools)
- Cellphones in School: What to Know (Article)
- The attentional cost of receiving a cell phone notification (Study)
- How Cellphones Affect Communication Skills (Article)
- What Schools Look Like Without the Cellphone Distraction (Article)
- Teacher Proves Why Cellphones are Banned in Class (Video)
- Keeping Smartphones and Smartwatches from Disrupting School (What Parents Can Do) (Article)
- Curbing Cell Phone Use in Classrooms (Article with linked studies)
- https://schoolsecurity.org/trends/cell-phones-and-text-messaging-in-schools/
- https://www.cpr.org/2025/01/27/colorado-bill-requiring-school-cell-phone-policies/

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Executive Director Board Report – November 2025 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Finance & Operations section of The Academy's 5-year Strategic Plan and other Board priorities.

Finance

The Board finalized the 2025-26 Data Dashboard at the August meeting. The Executive Director will present a mid-year update as it pertains to the Bi-Annual Finance & Operations Scorecard at the semester break.

The annual audit was finalized presented to the Finance Committee in October. It will be presented to the full Board at the November meeting. It was another successful audit cycle with no material concerns reported. The Finance Committee has decided that this is a good time to put out a Request for Proposals to consider other auditor options for the future. That RFP has been sent out to our current auditor along with three alternative options. Responses are due by mid-December.

Operations

The Director of Operations recently completed a review of the current condition of the Main Campus roof. The conclusion was that a moderate level of repair and maintenance needs to be completed this year and a full replacement will be needed within 5-7 years. The school has already signed an agreement to complete $33,500 in repairs now and begin an annual preventative maintenance plan moving forward. The quote for a full replacement came in at $700,000-$900,000. The Director of Finance is building an annual allocation of $150,000 into the five-year budget forecast to begin saving the funds that will be needed down the road for that replacement.

Facilities Master Plan Update

Work is moving forward steadily on the building expansion project. Concrete work was finished two weeks ago, and dirt backfill was completed last week. Things have progressed smoothly in recent weeks with no major surprises and no new use of contingency funds. We will continue to share updates on that work throughout the school year.

The Academy's architect (HCM) has completed Schematic Design and Design Development for the athletics project that is also included in the Master Plan. Our contractor (JHL) recently provided updated pricing. The Finance Committee unanimously approved a spending recommendation for the Board in regard to this project. The Executive Director and Athletics Director will continue a discussion with the Board on plans and options in the November meeting with a goal of reaching a final decision in the December meeting.

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Chief Academic Officer Board Report –November 2025 Meeting

Expectation: Share information about ongoing implementation of initiatives in support of the Instruction & Culture section of The Academy's 5-year Strategic Plan and other Board priorities.

Instruction & Culture Scorecard

Principals shared their presentations that connect to the Bi-Annual Instruction & Culture Scorecard at the October Special Meeting. They shared the beginning of the year baseline data that is used to action plan for instruction and student support needs. They also shared the current strategies and actions that are in place for each navigational star: prepare, explore, and empower.

CAO November Snapshot

During October, the CAO along with principals and ED, worked on drafting a Cell Phone and Personal Electronic Devices Policy. This draft will be shared at the November Board Meeting.

CAO and K-5 principals also collaborated on teacher observations and feedback. Student Services (Sped, MLL, 504, and GT) normed and implemented meeting schedules, plan expectations, and service delivery across K-12.

Graduation Trajectory (Percent of seniors on track to graduate.)

The cohort (Class of 2026) has 137 students.

At this time, 99% of this cohort is on track to graduate in May 2026. 9 students are on a watch list. These students currently have 2 F's and are being closely monitored.

CDE and all schools in Colorado account for students who are in programs where they are taking 5, 6, or 7 years to meet the graduation requirements. These include postsecondary programs (ASCENT, P-TECH, TREP) or Special Education 18-21 Transition services. For the students in this group (7 students currently), 88% are on track to graduate in May 2026.

Attendance Update

As of 11/4/25, our year to date attendance across PK-12 is 92.5%. Our goal is 95% attendance rate.

A Draft Attendance Policy will be reviewed at the Board Meeting. The Senior Administration along with the Attendance Team reviewed the current policy along with current best practices and current Student/Family Handbook language. In reviewing each of these resources, it was decided that the current Attendance Policy needed to be updated to remove certain practices and to include others.

CAO Strategic Initiatives

Big Rock 1 - Low Growth Among Students Identified with READ Plans and/or Reading Deficits

K-5 Literacy Interventionists have identified students who require READ Plans and intervention. All students identified are in small pull out groups, coteach, or push in classrooms with interventionists. K-5 is focusing on small group instruction in literacy to differentiate instruction.

Big Rock 2 Declining Growth in Elementary Math

Students identified are in small pull out groups, coteach, or push in classrooms with interventionists. K-5 is focusing on small group instruction in math to differentiate instruction.

Big Rock 3 Low Growth in Middle School Math

Students identified are in coteach or push in classrooms with interventionists. Response to Data cycles will be implemented on Friday PD days.

Big Rock 4- Low Growth in Middle School Reading

Students identified are in coteach or push in classrooms with interventionists. Response to Data cycles will be implemented on Friday PD days.

Big Rock 5- Low Growth in Special Education and MLL Literacy

Low growth in both the Special Education and MLL population in literacy with a focus on research based intervention and a literacy interventionist to provide differentiated instruction. Both programs are implementing Read 180 or English 3D to differentiate instruction for students. (Similar structure to the work done in math over the past year that has yielded stronger growth results.)

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Finance Committee

November 2025 Agenda & Meeting Minutes

"Fueling lifelong success through preparation, exploration, and empowerment."

The Academy's mission is to help all students grow into college ready, exemplary citizens by combining academic mastery with personal empowerment to drive lifelong success. We serve our full community by intentionally developing a school culture that embraces diversity, equity, and inclusion.

Scoring Rubric	
1	Unsatisfactory
2	Complete, looking for significant improvement
3	Complete, improving but still below expectations
4	Complete, meets expectations

Members Present:

Dan Klenjoski, Jen Halford, Kris Kelley, Tony Marola, Kris Jackson, Andrea Foust, Brent Reckman

1. **Welcome and Review Protocols**

   Expectation: All committee members will review norms and start the meeting together with focus.

   Meeting Protocols

   - Start on time; end on time
   - Members arrive prepared
   - Technology for meeting use
   - No sidebar conversations
   - Focus eyes, ears, and heart on speaker and topic

   Notes:

   n/a

2. **Financial Report Review**

   Expectation: The October Financial Report was shared in advance. The Committee will review and discuss current position and any open questions.

   Notes:

   The October Financial Report largely tracked expectations and led to no major questions or

concerns. Revenues lagged slightly behind last year's comparison (34.3% YTD for FY26 vs. 36.6% YTD for FY25). This is primarily due to the delay in federal fund distribution. We have been assured that all federal grant money has been approved and is one they, but it will come later than usual this year. Expenditures were right on track with last year's comparison (28.9% YTD for FY26 vs. 28.4% YTD for FY25).

3. Quarterly Balance Sheet Review

Expectation: The Fall Quarterly Balance Sheet was shared in advance. The Committee will review and discuss current position and any open questions.

Notes:

This was the Committee's first time reviewing a Quarterly Balance Sheet as part of its strategic priorities this year. This report will be useful in the context of the current construction work to make sure that cash flows continue to look healthy and match expectations as the school pays for ongoing costs and continues budgeting for the upcoming athletics phase. The Q1 report showed 18,182,736.65 in assets and -710,710.10 in liabilities, which is a slight improvement of the school's position reflected in the audit numbers from June.

4. Overview of Amended Budget Process

Expectation: The Executive Director will introduce an outline of the process for developing the mid-year budget modification over next two months.

Notes:

The Committee reviewed the annual process for developing the mid-year budget amendment and completed a first read of the updated numbers following the October enrollment count and other true-ups. The regular process has started smoothly and there were no major questions or concerns.

5. Construction Budget Update

Expectation: The Executive Director will provide regular updates on current status of the budget for the ongoing construction project.

Notes:

Construction continues to move forward smoothly. No new use of contingency funds since the last update.

6. Athletics Project Budgeting

Expectation: Committee members will complete their discussion of appropriate funding for the upcoming athletics facilities project and provide a formal recommendation to the Board.

Notes:

The Committee unanimously voted to recommend that the Board of Directors approve spending up to $8,000,000 of general fund money on the coming athletics facilities project.

7. **Self-Assessment**

Expectation: The committee will self-assess on the effectiveness of today's meeting.

Notes:

Next Meeting: December 4, 2025

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The Academy of Charter Schools

PTO Meeting Minutes

November 5, 2025

Call to Order:

A meeting of The Academy of Charter Schools PTO was called to order on Wednesday, November 5, 2025, at 6:00 pm by Steph Pearl.

Attendees:

Steph Pearl, President

Kate Karnik, Co-Vice President

Ioana Makkai-Dutchievici, Treasurer

Bryan Button, Fundraising Coordinator

Mindy Fell, Hospitality Coordinator

Susan Wagar, Secretary

Steve Yaussy

Past Events:

Past Events:

- Trunk or Treat
  - Station someone at secondary entrance
  - Do better with the pre-registration (some were confused on how to pay)
  - Motion to not pull PTO expenses from the earned funds and just distribute the money to the participating trunks
    - Kate - motion
    - Steph - 2nd
    - Carried
  - Kate follow up with the food trucks
    - Move food trucks closer to the event - put in the first row

- Conferences
  - Good to be at conferences and talking with people; we got exposure out of it and a few volunteers

Future Events:

- Coin Wars - hold for now but will revisit in the spring
- Bazaar -
  - Booths - Susan will invite vendors from last year
  - Get advertising on FB and in WW
  - Neighborhood pages with vendor and guest link
  - Decor - Mindy
- Breakfast with Santa
  - Santa confirmed
  - Photographer confirmed
  - Bacon and juice - Kristen?? - Susan will reach out
  - Pancakes - IHOP - (do a spirit Saturday and they donate the pancake and bacon) - Kate will call and talk with the manager
  - Starbucks and breakfast for vendors - Steph
  - Volunteers

Future Spirit Nights

- Top Golf - Kate working with Jami to get it on the calendar (April?)
- Bryan - work on gift cards
- Connect with Whole Foods for vendor breakfast - Steph
- Steph - connecting with Perdita
- Red Robin - January 20
- Raising Canes - December 16
- Panda Express - February 17

Finance Report

- No written report

The meeting adjourned at 7:03 pm.

Respectfully submitted,

Susan Wagar

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